**UNDER CAMERA ANIMATION PRODUCTION RISK ASSESSMENT FORM**

**Ref:**



|  |  |  |
| --- | --- | --- |
| **Describe the activity being assessed: Long term stop motion production shoots under camera 4B13 & 4B03** | **Assessed by:** | **Endorsed by:** |
| **Who might be harmed: all staff and student users of 4B013 and 4B03**  12-15  **How many exposed to risk:** | **Date of Assessment:** | **Review date(s):** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazards Identified**  ***(state the potential harm)*** | **Existing Control Measures** | **S** | **L** | **Risk**  **Level** | **Additional Control Measures** | **S** | **L** | **Risk Level** | **By whom and by when** | **Date completed** |
| Manual handling – set install and removal. Transporting installing and safely using large or bulky set elements/backdrops etc. in a confined and dimly lit space. Danger of injury of lifting or carrying heavy and bulky items. Risk from poorly secured or unbalanced elements falling. Increased risk of slips, trips and falls due to poorly managed space and limited storage. | Students encouraged to work with appropriate materials (Light, easily stored) and to consider their set as a series of modular units which are assembled on the table prior to shooting.  Students are given training and support in manual handling, and instructed to work in pairs when installing sets. All “get in” activity directly supervised by appropriate technical instructor.  Clamps, climpex and key clamp equipment provided in every station to ensure safe and well secured rigging and grip.  Flats storage provided in the room to accommodate a number of sets and backdrops, keeping walkways and studio spaces clear. | 2 | 3 | 6 | Students only permitted to use the stop motion production studio after a comprehensive workshop training session identifying the potential risks and hazards associated with the stop motion production process and clarifying the control measures in place to reduce/eliminate them  A formal risk assessment process is carried out which is specific to the production/project underway, with negotiated terms and conditions of production clearly defined and recorded. Most critically, that any work requiring the use of a ladder or Fresnel lights (Lighting/rigging etc.) is only carried out under direct supervision by an appropriate instructor. | 2 | 2 | 4 |  |  |
| Lighting and rigging.  Lighting and grip support system at a height of 7 feet. Students required working at times on a three-step ladder to access and adjusting studio equipment or setting elements. Potential for injuries caused by falling from a height, or minor burns from coming into contact with hot Fresnel lights. | All instruction provided by technical staff with ladder training. All ladders used are fully compliant with UWE ladder safety policy, and are numbered and logged on a centralised routine inspection and maintenance process.  Students are not permitted to move or adjust Fresnel lights without direct one to one supervision by technical staff. Students are not permitted to change fuses or bulbs on lamps. | 3 | 3 | 9 | Students only permitted to use the stop motion production studio after a comprehensive workshop training session identifying the potential risks and hazards associated with the stop motion production process and clarifying the control measures in place to reduce/eliminate them.  A formal risk assessment process is carried out which is specific to the production/project underway, with negotiated terms and conditions of production clearly defined and recorded. Most critically, that any work requiring the use of a ladder or Fresnel lights (Lighting/rigging etc.) is only carried out under direct supervision by an appropriate instructor.  Comprehensive one to one ladder training is provided during the compulsory training session in health and safety in the studio. | 4 | 2 | 4 |  |  |
| Students are working for long periods of time in a restricted space in high contrast lighting conditions. The room can become uncomfortably warm and stuffy due to heat generated by computer equipment and Fresnel lamps.  The partitioned nature of studio spaces can cause a build- up of warmed air and the blackout requirements prevent the opening of windows, leading to restricted air flow. | The studio space is fitted with an air cooling circulation system which reduces the air temp in the room and circulates fresh and cool air from a unit located in the roof.  Individual fans are provided for students use in the stations.  Students are not permitted to work in 4B13 when using any substance or process which requires studio extraction under COSHH regulations. Corrosive materials are banned, and students are not permitted to continue where they attempt to independently engage with potentially harmful materials, substances or processes. Students are not permitted to use power tools such as drills, hand held sanders or jig or fret saws. | 1 | 3 | 3 | Students only permitted to use the stop motion production studio after a comprehensive workshop training session identifying the potential risks and hazards associated with the stop motion production process and clarifying the control measures in place to reduce/eliminate them  A formal risk assessment process is carried out which is specific to the production/project underway, with negotiated terms and conditions of production clearly defined and recorded. |  |  |  |  |  |
| Each station contains a range of equipment and tools, and the extensive cabling of lights, cameras, computers and other electrical equipment greatly increases the risk of slips, trips and falls within each studio space. This cabling cannot be comprehensively managed prior to occupation as the nature of the process requires this equipment to be frequently and easily adjusted by the student in production. | Accommodation is made on the supporting scaffold structure in the form of adjustable spars and hooks to manage lighting cables. Velcro straps and wire clips are provided to further manage swinging or hanging cables. Students are not permitted to run cables on the floor, or draped across high access areas such as station entrance or active area for animation. Lighting and camera extensions are provided to allow for the running of cables up and over the scaffold and all cables run down to the equipment towers along a fixed scaffold pole. | 2 | 3 | 6 | Students only permitted to use the stop motion production studio after a comprehensive workshop training session identifying the potential risks and hazards associated with the stop motion production process and clarifying the control measures in place to reduce/eliminate them  A formal risk assessment process is carried out which is specific to the production/project underway, with negotiated terms and conditions of production clearly defined and recorded. | 2 | 2 | 4 |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**RISK MATRIX: (To generate the risk level).**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Very likely**  **5** | **5** | **10** | **15** | **20** | **25** |
| **Likely**  **4** | **4** | **8** | **12** | **16** | **20** |
| **Possible**  **3** | **3** | **6** | **9** | **12** | **15** |
| **Unlikely**  **2** | **2** | **4** | **6** | **8** | **10** |
| **Extremely unlikely**  **1** | **1** | **2** | **3** | **4** | **5** |
| **Likelihood (L)**  **Severity (S)** | **Minor injury – No first aid treatment required**  **1** | **Minor injury – Requires First Aid Treatment**  **2** | **Injury - requires GP treatment or Hospital attendance**  **3** | **Major Injury**  **4** | **Fatality**  **5** |

**ACTION LEVEL: (To identify what action needs to be taken).**

|  |  |  |
| --- | --- | --- |
| **POINTS:** | **RISK LEVEL:** | **ACTION:** |
| 1 – 2 | NEGLIGIBLE | No further action is necessary. |
| 3 – 5 | TOLERABLE | Where possible, reduce the risk further |
| 6 - 12 | MODERATE | Additional control measures are required |
| 15 – 16 | HIGH | Immediate action is necessary |
| 20 - 25 | INTOLERABLE | Stop the activity/ do not start the activity |